



## Position Description

### Assistant Coach – Men's and Women's Bowling

#### APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter
3. Resume/curriculum vitae,
4. Three references
5. Desired salary
6. Please email your application materials to [hr@kwu.edu](mailto:hr@kwu.edu).

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as soon as possible.

**KWU is an Equal Opportunity Employer and encourages diversity in employment.** We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

#### ADMINISTRATIVE INFORMATION

**POSITION TITLE:** Assistant Coach – Men's and Women's Bowling

**POSITION'S MAJOR OFFICE:** Athletics

**MAJOR OFFICE RESPONSIBILITIES:** Athletics is responsible for operations of 25 athletics teams, meeting the requirements of National Association of Intercollegiate Athletics (NAIA) and Kansas Collegiate Athletic Conference (KCAC) regulations. The program recruits students to meet roster minimums; focuses on retention by providing an outstanding student-athlete experience and counseling students appropriately on academic and other issues; enhances the physical, mental and social development of the student-athletes through rigorous practices, appropriate competition and off-field activities including community service; and provides a connection point for the campus, alumni and Salina community to the university.

**POSITION'S DEPARTMENT:** Men and Women Bowling

**POSITION'S DEPARTMENT RESPONSIBILITIES:** The Men and Women Bowling program is expected to recruit student-athletes that can be successful academically, socially and athletically at Kansas Wesleyan University, meeting a minimum roster size of 12 men and 12 women active student-athletes and each year. In addition, the program is responsible for instructing and preparing the student-athletes for successful competition in 10-12 Tournaments a year, counselling the student-athletes on academic, athletic and social issues, coordinating a team community service program, and providing a connection point for outreach to the campus, alumni and Salina communicates.

**POSITION'S DIRECT SUPERVISOR:** Head Men's and Women's Bowling Coach.

**DATE POSITION LAST REVIEWED OR ANALYZED:** November 2023, Revised by the Director of Athletics.

**POSITION'S EMPLOYMENT STATUS:** Part-Time, Staff, Exempt (teaching duties exemption), Salaried, At-Will

**POSITION'S SALARY OR SALARY RANGE AND BENEFITS:** Salary to be determined at hiring based on the applicant's qualifications and experience. Please submit your desired salary with your application and supporting documents. Benefits are not available for part-time employees.

## POSITION INFORMATION

**POSITION'S SUMMARY:** The position is responsible for assisting the Head Coach in recruiting and coaching the Men's and Women's student-athletes.

**POSITION'S STAFF AUTHORITY:** None

**POSITION'S BUDGET AUTHORITY:** None

**POSITION'S PHYSICAL WORKING CONDITIONS:** Office, weight room and indoor practice and competition facilities.

**POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS:** Position is required to work indoors. Potential exposure to blood borne pathogens.

**POSITION'S EQUIPMENT:** University phone, laptop computer, coaching tools and apparel.

**POSITION'S WORK SCHEDULE:** Flexible part-time schedule (25-29 hours per week required), arranged around recruiting, scheduled team practice and competition times, and staff meetings.

**POSITION'S TRAVEL REQUIREMENTS:** Significant travel for recruiting, as well as with the team to out of town tournaments.

## POSITION DUTIES

### **POSITION'S ESSENTIAL DUTIES (RESULTS AND BEHAVIORS):**

- Teaching/Coaching: Assist the Head Coach to provide student-athletes with the necessary knowledge, skills, and experiences required to be competitive at their chosen position or area.
  - Instruct, teach and coach student-athletes during practice and competition.
  - Conduct video breakdown and instruction as a teaching and preparation tool.
  - Assist in planning practices, including both varsity and JV.
  - Provide input to the head coach on practice and/or game strategy.
- Recruiting: Assist the Head Coach to recruit and maintain a squad size consistent with university and department goals.
  - Ensure that program meets annual squad size number (currently 12 women and 12 men)
  - Identify, evaluate and recruit potential team members to KWU, recording transactions in FrontRush or similar university provided recruiting software.
  - Bring student-athletes on campus for visits during school year.
  - Retain current KWU students as team members
  - Ensure program recruiting activities adhere to University and NAIA Policies and Procedures
- Administration: Assist the Head Coach in meeting administrative university and department goals and deadlines.
  - Assist with key administrative tasks, including team travel, budget management and academic success of student-athletes.
  - Coordinate community service and Champions of Character program for the bowling program.
  - Assist with the operation of the athletics program by serving in an as-needed basis for key tasks, such as game management, marketing or other duties as requested.

### **POSITION'S OTHER DUTIES:**

- Develop a network of high school and/or college coaches that can assist in the recruiting process.
- Assist with Men's and Women's Bowling program and athletics department fundraising events.
- **Perform other duties as assigned by the position's supervisor.**

## POSITION QUALIFICATIONS

### **EDUCATION:**

- MINIMUM REQUIRED: Bachelor's degree.
- PREFERRED: None

**CERTIFICATIONS/LICENSES:**

- MINIMUM REQUIRED: First Aid/CPR certification (must be active within 60 days of employment); NAIA Champions of Character Character-Driven Coaches online course and Blood Borne Pathogen online training (both must be completed within 60 days of employment); Valid driver's license.

**WORK EXPERIENCE:**

- MINIMUM REQUIRED: Experience playing or coaching college bowling.
- PREFERRED: Experience in recruiting, especially in NAIA bowling programs.

**KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA'S:**

- MINIMUM REQUIRED
  - Philosophical alignment with the mission and vision of Kansas Wesleyan University.
  - Demonstrable teamwork and team building skills.
  - Demonstrable priority setting and organizational skills.
- PREFERRED
  - None

**NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS**

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an "at-will" employee.
3. All employees of Kansas Wesleyan University are considered "responsible employees" pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution's mission.
5. All "offers of employment" are subject to a criminal background check prior to employment.